

CHECKLIST

Items that should be returned with the application(s)

1. Appropriate fee: One location \$1,000.00+\$100.00=\$1,100.00 _____
 Additional locations \$100.00 each location _____
2. Application (Review carefully for accuracy and completeness). _____
3. Personal and Business History Statement. _____
4. Proof of availability and maintenance of liquid assets of at least \$10,000 for each proposed General Facility location and/or proof of availability and maintenance of liquid assets of at least \$2,500.00 for each Limited Facility location as required Sec. 36a-581(e) of the Connecticut General Statutes, should be in the form of a recent bank statement. _____
5. A schedule of all the fees presently charged for each individual service offered or proposed fee schedule if not presently licensed. _____
6. Copy of executed contract evidencing the proposed arrangement between the applicant and employer (**For Limited Facility only**). _____
7. Business Plan – The business plan should include financial projections (revenue, expenses and net income) for the first few years and a description of competition (all financial institutions in the area including banks, credit unions and check cashing facilities). _____
8. There should be a brief description of the internal controls for cash, to assure compliance with the law and with the check casher's policies and procedures. The accounting and controls for the check cashing operation should be separate from any other operations at the site. For example, there should be a separate bank account and separate bookkeeping for check cashing operations and for other operations, such as pawn shop operations, etc. _____
9. There should be a physical description of the proposed facility, including the square footage, the layout of the facility and the facilities security features. The application should include a copy of the lease, allowing a check cashing facility to operate at the location. If the applicant owns the building, then the application should show proof that zoning in the area allows a business to operate at the proposed address. _____
10. A statement that the applicant has read, understands, and will comply with state and federal check cashing and anti money laundering laws. If the applicant employs others to work at the proposed facilities, then the applicant should describe the training of employees to comply with these laws. Enclose copies of training documents. _____

PLEASE CHECK ALL ITEMS TO BE SURE YOUR RENEWAL APPLICATION IS COMPLETE. If you have questions, please contact Jean Wright at 860-240-8209 or via email at jean.wright@ct.gov.

RETURN THIS FORM WITH YOUR APPLICATION